



State of Connecticut  
Department of Developmental Services

**DDS**

Dannel Malloy  
Governor

Terrence W. Macy, Ph.D.  
Commissioner

Joseph W. Drexler, Esq.  
Deputy Commissioner

To: HR Directors, Managers, and Supervisors  
From: Teresa Gonzalez, Reasonable Accommodation Committee Chairperson  
Re: THE REASONABLE ACCOMMODATION (RA) PROCESS

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**The purpose of this process is to provide a method whereby employees may file a request for reasonable accommodations. The following are the steps that need to happen when an employee requests a reasonable accommodation:**

1. On a form designed for the employees to request reasonable accommodations, employees will provide the necessary information about the accommodation they are requesting. All requests must provide complete information that clearly identifies the nature of the individual's disability and their specific limitations in performing the essential functions of the job, a complete medical statement, and the state official job description highlighting the essential functions of the employee's specific position (signed by the immediate manager).
  2. Document is submitted to the HR Director or designee who reviews and makes recommendation on approval or denial. HR determination is made as to whether the individual meets the definition of the ADA. HR Director, prior to making a recommendation, must consult with division/unit manager and the employee for their input as to the essential job functions of the employee's job and reasonableness of the accommodation as part of the interactive process that must occur.
  3. Document is then forwarded to DDS RA Committee Chairperson in Central Office with any additional information, i.e., essential job functions of the position, medical statement, operations impact, cost study, etc. Incomplete request packages sent to CO will be returned to the regional HR Director or designee.
  4. The DDS RA Review Committee will consist of at least three members. The DDS Assistant Agency Personnel Administrator will act as the chairperson. The other members are representatives of the legal division and a clinical area. The Committee will review and make a final determination on approval or denial of the request. The RA Review Committee Chairperson then signs off on the document, sends original back to the region for filing and a copy to the employee, and the DDS Director of Equal Opportunity. HR Director or designee communicates with the employee's immediate manager.
  5. In the event of a denial, an appeal of the decision may be made, in writing, to the DDS Director of Equal Opportunity, 460 Capitol Avenue, Hartford, CT 06106.
- Please note that for all granted accommodations the regional HR office must conduct a follow-up review to ensure effectiveness of the accommodation.